



**GULF COUNTY, FLORIDA
BUILDING DEPARTMENT**

1000 CECIL G. COSTIN, SR, BLVD., ROOM 305 * PORT ST. JOE, FLORIDA 32456 * PHONE (850) 229-8944 * FAX (850) 229-7873

SCOPE OF WORK LIST FOR MINOR REPAIRS

1. OWNER'S NAME: _____
2. OWNER'S MAILING ADDRESS: _____
3. OWNER'S PHONE NUMBER: _____ CELL#: _____
4. 911 OR PROPERTY ADDRESS OF CONSTRUCTION: _____
5. PROPERTY TAX IDENTIFICATION NUMBER: _____
6. LEGAL DESCRIPTION: _____
7. CONTRACTOR'S NAME: _____
8. CONTRACTOR'S MAILING ADDRESS: _____
9. CONTRACTOR'S PHONE NUMBER: _____ CELL#: _____
10. CONTRACTOR'S FLORIDA LICENSE NUMBER: _____
11. CONTRACTOR'S FLORIDA LICENSE EXPIRATION DATE: _____

Note: Please indicate any of the following trades that are included in the scope of work
**(separate permits will be required for Building, Plumbing, Mechanical, Electrical,
Roofing and Window related work).**

DESCRIPTION OF WORK

LOCATION OF WORK

(Specify where on the property the work will
be conducted for each description of work)

☐ **BUILDING**

1. _____
2. _____
3. _____
4. _____
5. _____

☐ **PLUMBING/GAS**

6. _____
7. _____
8. _____

☐ **MECHANICAL**

9. _____
10. _____
11. _____

☐ **ELECTRICAL**

12. _____
13. _____
14. _____

☐ **ROOFING**

15. _____
16. _____
17. _____

Is there a pool on the property? Yes ☐ No ☐ If yes, is the safety barrier up?

Yes ☐ No ☐

Repairs for structural damage require plans. The following types of construction require the submittal of plans:

☐ *Roof truss repair/replacement*

☐ *Any new construction including additions and alterations*

☐ *Damage to load bearing partitions*

Total estimated value of the above repairs

\$ _____